

## INSTRUCTIONS FOR TAKING ONLINE DHMH COURSES

The Virtual Assistant Trainer Learner Program contains additional required and professional development courses in addition to the mandatory courses that are already listed in your My Learner Plan. These are courses you are required to enroll yourself into. Please see the following steps:

### **LOGGING INTO THE SYSTEM**

1. Type the following link into your Internet search engine:  
<https://www2.virtualtrainingassistant.com/MDHMH//LearnerConnection/Security/Logon.aspx>
2. At the Welcome page, press the **START** button
3. At the VTA Learner Page, enter your **User ID** and **PASSWORD**
4. Click the **LOGIN** button

### **SELECT THE REQUIRED COURSE**

1. Click on the **Search** button near the top of the screen
2. Choose **Online** in the **Media** box by clicking on the down arrow
3. Type **DHMH** in the **Search Text** field
4. Click on the Search button and all online courses will appear
5. Click on the course required
6. Click on the **START** button to begin the course in the Course Description
7. Click the **RUN** button to start the course

### **LOGGING OFF**

1. To log off, click the **Logoff** button at the top right side of the screen